



TEXAS
JUVENILE★JUSTICE
DEPARTMENT

Administrative Directive #8 FY 2017

To: TJJD Employees

From: Mike Meyer, Chief Financial Officer

Subject: Lodging Allowance - GSA Standard Rate

Date: August 24, 2017

The 85th Legislature made changes to travel regulations contained in the General Appropriations Act (GAA). The GAA no longer requires agencies to set the maximum lodging allowance at \$85 per night for Texas cities and counties for which the federal General Services Administration (GSA) does not specify a rate. Effective September 1, 2017, the maximum lodging allowance for such cities and counties will be the GSA standard rate, as follows:

September 1 - 30, 2017: \$91
October 1, 2017 - September 30, 2018: \$93

These rates should be used as appropriate when completing travel paperwork such as the Request to Increase Maximum Lodging Rate (ACC-369). As a reminder, employees should continue to consult the GSA website (<https://www.gsa.gov/portal/content/104877>) for cities and counties for which the GSA specifies a lodging rate.

This directive will remain in effect until it is rescinded or superseded or until corresponding revisions are made to TRV.03.01.

A handwritten signature in black ink, appearing to read "Mike Meyer", written over a horizontal line.

Mike Meyer
Chief Financial Officer